Software User Manual

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Where innovation starts

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Abstract

This document is the user manual for the QIS system. This program is part of the Software Engineering Project (2IP35) at Eindhoven University of Technology.

The document complies with the Software User Manual (SUM) from the Software Engineering Standard, as set by the European Space Agency[1].

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Chapter 1

Introduction

1.1 Intended readership

This document is intended for all users of QIS.

1.2 Applicability

This Software User Manual (SUM) applies to the latest release (as of 2010-01-11) of QIS.

1.3 Purpose

The purpose of the system is, as stated in the URD [3], to support workload division within the department and to support various parties regarding the management of working hours and tasks, holidays, courses and employees.

The purpose of this software user manual is to describe the functionality of the system and explain to the end user how to use it. It is divided into sections for different types of end users.

1.4 List of definitions

ESA	European Space Agency
SUM	Software User Manual (this document)
Menu bar	The upper most region on the screen containing links to the key elements of QIS. May be empty for users without sufficient rights.

1.5 List of references

[1] ESA Board for Software Standardization and Control (BSSC). European space agency software engineering standards, February 1991. (ESA PSS-05-0 Issue 2).

[2] GROUP QIS. Software transfer document. Technical report, Eindhoven University of Technology, Computer Science, 2009.

[3] GROUP QIS. User requirements document. Technical report, Eindhoven University of Technology, Computer Science, September 2009.

1.6 How to use this document

Chapter 3 contains tutorials for all operations supported by QIS.

1.7 Related documents

URD The User Requirements Document for the QIS project.

1.8 Conventions

italics Words in *italics* are text you'll find on screen

1.9 Problem reporting

Since GROUP QIS will be dissolved after completion of the QIS project, problem solving is not our responsibility. However for 3 months after completion of the project problems can be reported to sep@tnode.net.

Chapter 2

Overview

QIS is an application designed and developed by GROUP QIS for the Departement of Mathematics and Computer Science at the Eindhoven University of Technology. The purpose of the application is to support workload division within the department and to support various parties regarding the management of working hours and tasks, holidays, courses and employees.

Chapter 3

Tutorial

This section contains tutorials for performing all actions and operations supported by QIS. They are grouped by the screens on which you can perform these actions. A screen can only be seen by people with certain rights. To ease the search for related actions, the tutorials are grouped by the rights as mentioned in the URD [3].

3.1 Installation

Functional description

This tutorial describes how to prepare and perform an installation of QIS to a webserver.

Procedures

1. Ensure that your working environment is a shell running on the server.
2. Navigate to an empty folder on the server where you'd like to place the application.
3. Ensure that this folder is writable by the current user.
4. Copy all files from the deliverable *release* folder to the current folder.
5. Ensure that a Python interpreter ($2.4 \leq$ version < 3) is installed on the server, including all required dependencies as listed in the STD[2] section 2.1. This interpreter must be used both for executing mentioned scripts and for executing the web application.
6. Ensure that Django version 1.1.1 or higher is installed on the server.
7. From the *qis/tools* folder, run the setup.py script, answering all questions asked.
8. Repeat the setup process in case of failure or when unintentional settings surface.
9. Ensure that all files and folders from the application cannot be written to by the user from whose account the application will run, as well as any underprivileged users.

10. Ensure that these files can be read by the user from whose account the application will run, preferably by no-one else.
11. Ensure that a database is accessible via the settings passed to the setup.py script.
12. Ensure that a webserver is configured to serve requests to */media/** statically from the folder *qis/media/*, and that the webserver has permissions to read this folder.
13. Ensure that a webserver is configured to call the WSGI application *qis/wsgi/qis_prod.wsgi* for requests to / on a host.
14. Note (one of) the root URLs the webserver is configured to listen on for requests to this application.
15. Start or reload the webserver.
16. Visit the noted URL via a browser.

The following results should be observed:

- The execution of setup.py reports success.
- The browser displays an authentication page.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.2 Log in

Functional description

This tutorial describes how to log in to QIS. This is the same for all groups of users.

Cautions and warnings

- You must be in the possession of valid credentials to be able to log in to QIS.

Procedures

1. Use a web browser to enter the website of your QIS installation.
   Your administrator should know this address. Typically, it starts with "http://www.".
2. When presented with a login form, please provide your username and password.
   In some organizations these are the same as the global organizational login data.
3. Click *Log in*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.3 Log out

Functional description

This tutorial describes how to log out of QIS.

Cautions and warnings

- You must be logged into QIS before you can log out.
- Any unsaved changes are lost when logging out.

Procedures

1. From any screen within QIS, click on *Log out* at the right of the menu bar.

3.4 Edit details

Functional description

This tutorial describes how to edit your personal details and preferences in QIS.

Cautions and warnings

- You must be logged in. See section 3.2.

Procedures

1. Click on the QIS logo.
2. Click on the *Edit details* button.
3. Edit the information you wish to modify.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.5 View courses related to you

Functional description

This tutorial describes how to view the report about course information related to you.

Cautions and warnings

- You must be logged in. See section 3.2.

Procedures

1. Click on the QIS logo.
2. Click on the *View workload related to own course instances* button.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.6 Add employee

Functional description

This tutorial describes how to add employees to QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment workload* rights. See section 3.2.
- The *user name* of an employee has to be unique. Not all occupied names need to be visible to you, but QIS will give a warning when you choose an already occupied name.

Procedures

1. Select *Employees* from the menu bar.
2. Click on *Add employee* in the top right corner, just below the menu bar.
3. Fill in all necessary fields under *Personal information*.
    - An *email* address is used to send notifications to the employee, whenever something interesting changes.
    - Please mind the cautions regarding *user name*.
4. Click *Save*

For adding an employment to an employee, please refer to section 3.9.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.7 Edit employee

Functional description

This tutorial describes how to edit employees in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Employees* from the menu bar.
2. Locate the employee you wish to edit in the employee overview and click on that row.
3. Edit the information you wish to modify.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.8 Remove employee

Functional description

This tutorial describes how to remove employees from QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Employees* from the menu bar.
2. Locate the employee you wish to delete in the employee overview and click on that row.
3. Click *Delete* in the bottom left corner.

For removing an employment from an employee, please refer to section 3.11.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.9 Add employment

Functional description

This tutorial describes how to add employments to employees in QIS.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Employees* from the menu bar.
2. Locate the employee you wish to add an employment to in the employee overview and click on that row.

3. Fill in all necessary fields under *Employments*. If there is already an employment attached to this employee scroll down to the empty employment at the bottom of this section.
4. Click *Save*

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.10 Edit employment

Functional description

This tutorial describes how to edit employments in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Employees* from the menu bar.
2. Locate the employee whose employments you wish to edit in the employee overview and click on that row.
3. Edit the employments you wish to modify.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.11 Remove employment

Functional description

This tutorial describes how to remove employments from employees in QIS.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Employees* from the menu bar.
2. Locate the employee you wish to remove an employment from in the employee overview and click on that row.
3. Check the box marked delete in the top right corner of the employment in the *Employments* section.
4. Click *Save*

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.12 Add assignment

Functional description

This tutorial describes how to assign employees to tasks in QIS.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.
- These assignments are on a provisional basis. To make them definitive refer to section 3.15.

Procedures

There are two ways in which tasks are assigned to employees: originating from the employee and originating from the task itself.

Employee

1. Select *Employees* from the menu bar.
2. Locate the employee you wish to assign a task to in the list.
3. Locate the employment you wish to register the assignment under and click under *Position*.
4. Click on the appropiate *Assign ... task* button.
5. Fill in the required information.
6. Click *Save*.

Task

Course related

1. Select *Courses* from the menu bar.
2. Locate the course instance to which the task belongs that you wish to assign.
3. Click under *Periods*.
4. Locate the task you wish to assign and click at the right side of that row.
5. Fill in the required information.
6. Click *Save*.

Non-course related

1. Select *Tasks* from the menu bar.
2. Locate the task you wish to assign and click at the right side of that row.
3. Fill in the required information.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.13 Edit assignment

Functional description

This tutorial describes how to edit assignments in QIS.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.
- These modifications to assignments are on a provisional basis. To make them definitive refer to section 3.15.

Procedures

1. Select *Employees* from the menu bar.
2. Locate the employee for whom you wish to edit the assignments.
3. Locate the employment to which the task was assigned and click under *Position*.
4. Locate the task you wish to edit and click on the left side of the row.
5. Edit the information you wish to modify.
6. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.14 Remove assignment

Functional description

This tutorial describes how to remove assignments in QIS.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.
- These modifications of the assignments are on a provisional basis. To make them definitive refer to section 3.15.

Procedures

1. Select *Employees* from the menu bar.
2. Locate the employee from whom you wish to remove the assignments.

3. Locate the employment to which the task was assigned and click under *Position*.
4. Locate the task you wish to remove and click on the left side of the row.
5. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.15 Make assignments definitive

Functional description

This tutorial describes how to make assignments definitive in QIS.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select either *Employees*, *Courses* or *Tasks* from the menu bar.
2. Click *Assignments definitive*.
3. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.16 Fill up research hours

Functional description

This tutorial describes how to automatically assign hours to a research project in QIS.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.
- This will only work for the employees that have only one research project assigned to them.

Procedures

1. Select either *Employees*.
2. Click *Fill all research hours*.
3. Click *Ok*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.17 Add course

Functional description

This tutorial describes how to add courses in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Courses* from the menu bar.
2. Click *Add course*.
3. Fill in the required information for the new course.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.18 Edit course

Functional description

This tutorial describes how to add study programs in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course you wish to edit and click on the left side of that row.
3. Edit the information you wish to modify.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.19 Remove course

Functional description

This tutorial describes how to remove courses.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course you wish to remove and click on the left side of that row.
3. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.20 Add course instance

Functional description

This tutorial describes how to add course instances.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.
- These course instances are added on a provisional basis. To make them definitive refer to section 3.23.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course you wish to add a course instance to and click under *Credits*.
3. Fill in all the required information.
4. If any of the required fields does not contain the desired item you can add it by clicking next to the drop down box:
    - A window will pop up.
    - Fill in all the required information.
    - Click *Save*.
    - Now select the item you just added.
5. Click *Save*

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.21 Edit course instance

Functional description

This tutorial describes how to edit course instances.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.
- These modifications to course instances are on a provisional basis. To make them definitive refer to section 3.23.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course instance you wish to edit and click under *Periods*.
3. Edit all the information you wish to modify.
4. Click *Save*

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.22 Remove course instance

Functional description

This tutorial describes how to remove course instances.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.
- These modifications to course instances are on a provisional basis. To make them definitive refer to section 3.23.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course instance you wish to remove and click under *Periods*.
3. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.23 Make courses instances definitive

Functional description

This tutorial describes how to make course instances definitive.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select either *Courses* or *Programs* from the menu bar.
2. Click *Courses definitive*.
3. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.24 Add education task

Functional description

This tutorial describes how to add education tasks.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.
- Before you can assign employees to an education task, there should be a definitive version of it. Please refer to section 3.12 for assigning employees.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course instance you wish to add a task to and click under *Periods*.
3. Fill in the required information.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.25 Edit education task

Functional description

This tutorial describes how to edit education tasks.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course instance to which the task belongs you wish to edit and click under *Periods*.
3. Locate the task you wish to edit and click on that row.
4. Edit the information you wish to modify.
5. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.26 Remove education task

Functional description

This tutorial describes how to remove education tasks.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Courses* from the menu bar.
2. Locate the course instance you wish to remove a task from and click under *Periods*.
3. Locate the task you wish to remove and click on that row.
4. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.27 Add non-course related task

Functional description

This tutorial describes how to add non-course related tasks.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Tasks* from the menu bar.
2. Click *Add task*.
3. Fill in the required information.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.28 Edit non-course related task

Functional description

This tutorial describes how to edit non-course related tasks.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Tasks* from the menu bar.
2. Locate the task you wish to edit and click on that row.
3. Edit the information you wish to modify.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.29 Remove non-course related task

Functional description

This tutorial describes how to remove non-course related tasks.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Tasks* from the menu bar.
2. Locate the task you wish to remove and click on that row.
3. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.30 Add study program

Functional description

This tutorial describes how to add study programs in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Programs* from the menu bar.
2. Click *Add study program*.
3. Fill in the required information for the new study program.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.31 Edit study program

Functional description

This tutorial describes how to edit study programs in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Programs* from the menu bar.
2. Locate the study program you wish to edit and click on that row.
3. Edit the information you wish to modify.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.32 Add target group to a study program

Functional description

This tutorial describes how to add target groups to study programs.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2.
- A target group should only be linked to one study program.

Procedures

1. Select *Programs* from the menu bar.
2. Locate the study program you wish to add a target group to and click ✚ under *Target groups*.
3. Fill in all the required information.
4. If any of the required fields does not contain the desired item you can add it by clicking ✚ next to the drop down box:
   - A window will pop up.
   - Fill in all the required information.
   - Click *Save*.
   - Now select the item you just added.
5. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.33 Remove target group from a study program

Functional description

This tutorial describes how to remove target groups from study programs.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.
- It is not possible to remove just the association between a target group and a study program. It is only possible to completely remove a target group.

Procedures

1. Select *Programs* from the menu bar.
2. Locate the study program you wish to remove a target group from and click ▼ under *Target groups*.

3. Locate the target group you wish to remove and click on that row.
4. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.34 Remove study program

Functional description

This tutorial describes how to remove study programs.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Programs* from the menu bar.
2. Locate the study program you wish to remove and click on that row.
3. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.35 Add course instances to a target group

Functional description

This tutorial describes how to add course isntances to target groups.

Cautions and warnings

- You must be logged in with an account that has *modify subdepartment course information* rights. See section 3.2

Procedures

1. Select *Programs* from the menu bar.
2. Click *Expand study programs*.
3. Locate the target group you wish to add a course instance to and click on that row under *Course instances*.
4. Select the course instances you wish to add in the *Available course instances* box and click on the blue arrow.
5. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.36 Remove course instances from a target group

Functional description

This tutorial describes how to remove course isntances from target groups.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment course information* rights. See section 3.2.

Procedures

1. Select *Programs* from the menu bar.
2. Click *Expand study programs*.
3. Locate the target group you wish to remove a course instance from and click on that row under *Course instances*.
4. Select the course instances you wish to remove in the *Chosen course instances* box and click .

5. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.37 Add administrative object

Functional description

This tutorial describes how to add an object to QIS, that is used for administrative purposes. For example departmens or periods in a year. These objects aren't likely to change much and are therefore grouped together in a single page.

Cautions and warnings

- You must be logged in with an account that has administrator rights. See section 3.2.

Procedures

1. Select *Administrative* from the menu bar.
2. Click next to the object type you wish to add.
3. Fill in the required information.
4. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.38 Edit administrative object

Functional description

This tutorial describes how to edit an object to QIS, which is used for administrative purposes. For example departmens or periods in a year. These objects aren't likely to change much and are therefore grouped together in a single page.

Cautions and warnings

- You must be logged in with an account that has administrator rights. See section 3.2.
- When editing *Rights* or *Rightsets*, be careful not to remove your own ability to do so.

Procedures

1. Select *Administrative* from the menu bar.
2. Click next to the object type you wish to edit.
3. Click on the object you wish to edit.
4. Edit the information you wish to modify.
5. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.39 Remove administrative object

Functional description

This tutorial describes how to remove an object from QIS, which is used for administrative purposes. For example departmens or periods in a year. These objects aren't likely to change much and are therefore grouped together in a single page.

Cautions and warnings

- You must be logged in with an account that has administrator rights. See section 3.2.
- When removing *Rights* or *Rightsets*, be careful not to remove your own ability to do so.

Procedures

1. Select *Administrative* from the menu bar.
2. Click on the object type you wish to remove.
3. Check the boxes next to the objects you wish to remove.
4. Select *Delete selected items* from the drop down box.

5. Click *Go*.
6. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.40 Close subdepartment

Functional description

This tutorial describes how to close a year of a subdepartment in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment workload* rights. See section 3.2.

Procedures

1. Select *Administrative* from the menu bar.
2. Click on *Subdepartments*.
3. Click on the subdepartment you wish to close.
4. Click *Close year*.
5. Click *Yes, I'm sure*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.41 Copy system year

Functional description

This tutorial describes how to copy information from an old system year to a new one in QIS.

Cautions and warnings

- You must be logged in with an account that has administrator or *modify subdepartment workload* rights. See section 3.2.
- You can only copy information to an empty year. Only use this option when creating a new year.

Procedures

1. Select *Administrative* from the menu bar.
2. Click on *System years*.
3. Click *Add system year*.
4. Fill in the required information.
5. Select a year to copy from.
6. Click *Save*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.42 Enabling NT-connection

Functional description

This tutorial describes how to enable the connection to the NT-login system of the university.

Cautions and warnings

- You must be logged in with an account that has administrator rights. See section 3.2.

Procedures

1. Select *Administrative* from the menu bar.
2. Click on *External connections*.
3. Click *Enable*.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.43 Disable NT-connection

Functional description

This tutorial describes how to disable the connection to the NT-login system of the university.

Cautions and warnings

- You must be logged in with an account that has administrator rights. See section 3.2.

Procedures

1. Select *Administrative* from the menu bar.
2. Click on *External connections*.
3. Click *Disable* or *Enable*.

Likely errors

If the NT system is unavailable but still enabled, no user will be able to log in, except for the superuser created during installation.

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.44 Reports

Functional description

This tutorial describes how to view the reports generated by QIS.

Cautions and warnings

- You must be logged in. See section 3.2.

Procedures

1. Select *Reports* from the menu bar.
2. Click the *View* button next to the report you wish to see.

Likely errors

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

3.45 Export report as comma separated value file

Functional description

This tutorial describes how to export the reports generated by QIS into CSV.

Cautions and warnings

- You must be logged in. See section 3.2.

Procedures

1. Navigate to the report you wish to export.
2. Click *Export as CSV*.

Likely errors

Using Microsoft Excel, you may have to import instead of opening the CSV file.

The most likely errors are addressed in the interface.
Please take notice of the cautions and warnings.

Chapter 4

Reference

Because the administration interface is hosted on a web server there are certain errors which can occur. For example, your internet connection could be down. In that case you have to repair your internet connection before you can continue. Another error which can occur, is that either the internet connection of the server is down, or the software running the website has stopped. When you cannot connect to the QIS interface and you are sure your internet connection is up, you can contact an operator. In this reference we will assume that there are no problems with the internet connection. If there are connection problems, these need to be fixed before you can consult this reference.

For most of the references in this chapter the possible errors section is omitted. If the error is 'expected', for instance an error is made with duplicate entries in the databse, the on screen display will guide you through the possible solutions. If the error is 'unexpected' and is not covered in appendix A, contact an administrator.

4.1 Login view

4.1.1 Functional description

In this view you can log in to the QIS interface. When you have administration rights you can do this to for example to manage accounts, employees and tasks. Otherwise, you can log in to view your own workload data.

4.1.2 Cautions and warnings

1. User names are unique in the system.

4.1.3 Formal description

In the login view you have to enter your user name and password, which are the parameters required for this view in order to log in. Default the user name and password are left blank.

4.1.4 Related operations

Operation	*Description*	*Result*
Username field	In this field you have to enter your user name.	None.
Password field	In this field you have to enter your password.	None.
Login button	Press this button once you have entered a valid user name and password combination.	You are logged in to the system.

4.2 Menu bar

4.2.1 Functional description

At the top of almost every view, you will find the menu bar. This is a very simple bar usable for easy navigation through QIS.

4.2.2 Cautions and warnings

1. You must be logged in to see this view.
2. Not all buttons described may be available, depending on your user rights within QIS.

4.2.3 Formal description

In the menu bar you will find year-navigation buttons at the right. There you will also find the *log out* button. For user with more rights there will also be buttons to manage courses, employees, tasks etc.

4.2.4 Related operations

Operation	*Description*	*Result*
Previous year	This will navigate you to the previous year	You should be on the same view only with data from the previous year.
Next year	This will navigate you to the next year	You should be on the same view only with data from the next year.
Logout button	Press this button to log out from QIS.	You are logged out of the system.
QIS logo	Press this button to navigate to your home view.	You are redirected to your home view. See 4.3.
Employees button	Press this button to navigate to the *Employees* view.	You are redirected to the *Employees* view. See 4.6.
Courses button	Press this button to navigate to the *Courses* view.	You are redirected to the *Courses* view. See 4.8.
Tasks button	Press this button to navigate to the *Tasks* view.	You are redirected to the *Tasks* view. See 4.12.
Programs button	Press this button to navigate to the *Programs* view.	You are redirected to the *Programs* view. See 4.17.
Administrative button	Press this button to navigate to the *Administrative* view.	You are redirected to the *Administrative* view. See 4.20.
Reports button	Press this button to navigate to the *Reports* view.	You are redirected to the *Reports* view. See 4.24.

4.3 Home view

4.3.1 Functional description

This is the standard view you will see when logged in.

4.3.2 Cautions and warnings

1. You must be logged in to see this view.

4.3.3 Formal description

When logged into QIS, you will start here. The view will display a report about your current workload. There will be a button there to export the report to CSV. On the bottom of the page there's a button *View workload related to own course instances* and a *Edit details* button.

4.3.4 Related operations

Operation	*Description*	*Result*
Export as CSV button	This will translate your workload information to a csv-file	You will receive a csv-file for download.
View workload related to own course instances button	This will open a report containing information about workload related to course instances you are connected to.	You will be presented with a report, *View workload related to own course instances*. See 4.25.
Edit details button	This will open the *Edit details* page for the current employee	You will be redirected to the *Edit details* view. See 4.4.

4.4 Edit details view

4.4.1 Functional description

This view allows an employee to change his/her preferences.

4.4.2 Cautions and warnings

1. You must be logged in to see this view.
2. The *Receive notifications on workload modifications in your expertise group* checkbox will only have apply to heads of expertise groups.

4.4.3 Related operations

Operation	*Description*	*Result*
Receive notifications on own workload modifications checkbox	Use this checkbox to toggle whether you receive notifications about changes to your own workload.	Checking the box lets you receive notifications about changes in your workload. Unchecking it will stop the notifications.
Receive notifications on workload modifications in your expertise group checkbox	Use this checkbox to toggle whether you receive notifications about changes to workload in your expertise group.	Checking the box lets you receive notifications about changes the workload of your expertise group. Unchecking it will stop the notifications.

4.5 Common interface items

4.5.1 Functional description

You will find some common elements in most of the views offered by QIS. These are described in this section.

4.5.2 Related operations

Operation	*Description*	*Result*
	Press this button to access an edit page for the object.	You are redirected to the *Edit* view.
	Press this button to delete the object.	You are redirected to a confirmation page for deletion.
	Press this button to view more details about this object.	You are redirected to the *Details* view.
	Press this button to expand the entry in a list.	If possible the entry will fully expand to show all linked subentries.
	Press this button to add an entry to this object.	You are redirected to the appropiate *Add* view.
	Disabled add button	You cannot access the appropriate *Add* view. See 4.8.2
Search field	Enter information here to filter the list on the current page.	The list will be searched based on the information entered.
Number button	Press these buttons to access more entries in the list.	A different set of entries will be shown.
Show all button	Press this button to show all entries in the list.	The entire list will be shown.
Save and add another button	Press this button save your new entry and add another one afterwards.	The entry will be saved and you will be able to add another.
Save and continue editing button	Press this button save your changes and continue editing the current entry.	The entry will be saved and you will remain on the current change page.
Save button	Press this button save your new entry.	The entry will be saved and you will be redirected to the view you came from.

4.6 Employees view

4.6.1 Functional description

This is the main employee view, from which you can change and modify all employees to which you have access.

4.6.2 Cautions and warnings

1. You must be logged in to see this view.
2. Not all buttons described may be available, depending on your user rights within QIS.
3. This view may not be available at all if you do not have the permissions to view it.

4.6.3 Formal description

In this view you can change employee and employment data. It is also possible to assign certain tasks to the employees.

4.6.4 Related operations

Operation	*Description*	*Result*
Expand employees button	Press this button to reveal employment data of all employees visible in the list.	The employment data of all employees visible in the list is shown within the view.
Assignments definitive button	Press this button to make provisional assignments definitive.	You are taken to the *Assignments Definitive view*. See 4.16.
Fill all research hours button	Press this button once to fill in research hours of all employees in the list.	All available hours of all employees having exactly 1 research project are assigned to their research projects.
Add employee button	Press this button if you want to add an employee to the list.	You are taken to the *Add / change Employee view* for an empty employee. See 4.7.
Add ... task buttons	Press one of these buttons to assign tasks to the employment concerning the button.	You are taken to the *Add / Change Assignment view* with the tasks filtered by the correct type and the correct employment filled in. See 4.15.

4.7 Add/change Employee view

4.7.1 Functional description

This section describes the change employee view. This is used for adding employees and modifying details of an employee.

4.7.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available at all if you do not have the permissions to view it.

4.7.3 Formal description

On the change employee page you will find two sections: *Personal information* and *Employments*. Both of these sections contain information that can be added/changed.

4.7.4 Related operations

Operation	*Description*	*Result*
First name field	In this field you have to enter the user's first name.	None.
Last name field	In this field you have to enter the user's last name.	None.
Email field	In this field you have to enter the user's email address.	None.
User name field	In this field you have to enter the user's user name.	None.
Expertise group field	In this field you have to enter the user' s expertise group.	None.
Position field	In this field you have to enter the user's position in the expertise group.	None.
Fte field	In this field you have to enter the fte amount the user is employed for.	None.
Starts field	In this field you have to enter the start date of the user's employment for that expertise group.	None.
Ends field	In this field you have to enter the end date of the user's employment for that expertise group.	None.
Education ratio field	In this field you have to enter the ratio of hours this employee is to spend on education tasks.	None.
Research ratio field	In this field you have to enter the ratio of hours this employee is to spend on research tasks.	None.
Management ratio field	In this field you have to enter the ratio of hours this employee is to spend on management tasks.	None.

4.8 Courses view

4.8.1 Functional description

In this view you can manage courses and all associated objects for QIS.

4.8.2 Cautions and warnings

1. You must be logged in to see this view.
2. Not all buttons described may be available, depending on your user rights within QIS.
3. This view may not be available at all if you do not have the permissions to view it.

4. When assigning education tasks make sure that the course instances are definitive. You can't make an education task for a provisional course instance.

4.8.3 Formal description

In this view you can change course and course instance data. It is also possible to add education tasks to courseinstances and even to assign an employee to these tasks.

4.8.4 Related operations

Operation	*Description*	*Result*
Expand course instances button	Press this button to reveal course instance data of all courses visible in the list.	The course instance data of all courses visible in the list is shown within the view.
Expand tasks button	Press this button to reveal task data of all course instances visible in the list.	The task data of all course instances visible in the list is shown within the view.
Assignments definitive button	Press this button to make provisional assignments definitive.	You are taken to the *Making assignments definitive view*. See 4.16.
Courses definitive button	Press this button to make provisional courses definitive.	You are taken to the *Making courses definitive view*. See 4.11.
Add course button	Press this button if you want to add a course to the list.	You are taken to the *Add / change course view* for a empty course. See 4.9.

4.9 Add/change course view

4.9.1 Functional description

This section describes the change course view. This is used for adding courses and modifying details of a course.

4.9.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available at all if you do not have the permissions to view it.

4.9.3 Formal description

This view contains all relevant information for a course.

4.9.4 Related operations

Operation	*Description*	*Result*
Code field	In this field you have to enter the code that is associated with this course.	None.
Name field	In this field you have to enter the name of this course.	None.
Given by field	In this field you have to enter the subdepartment this course is given by.	None.
Description field	In this field you can enter a short description of this course.	None.
Credits field	In this field you can enter the number of credits a student receives for completing this course.	None.
Given to externals checkbox	In this field you have to check whether or not the course instance is given for externals.	None.

4.10 Add/change Course Instance view

4.10.1 Functional description

This section describes the change course instance view. This is used for adding course instances and modifying details of a course instance.

4.10.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available at all if you do not have the permissions to view it.

4.10.3 Formal description

This view contains all relevant information for a course instance. The course should already be selected (you usually create a course instance on the basis of a course).

4.10.4 Related operations

Operation	*Description*	*Result*
Course dropdown box	In this field you have to select the course you want to associate with this course instance.	None.
Responsible employees box	In this field you have to select the employees that are responsible for this course instance.	None.
Subperiod box	In this field you have to select the subperiods in which this course instance is given.	None.
Study phase box	In this field you have to select the study phase for which this course instance is given.	None.
Given to externals checkbox	In this field you have to check whether or not the course instance is given for externals.	None.

4.11 Making Courses Definitive view

4.11.1 Functional description

This is the confirmation window for when someone makes all course instances definitive.

4.11.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available if you do not have the permissions to make course instances definitive.

4.11.3 Formal description

This page contains a list of all provisional course instances with their scheduled subperiod(s) and responsible employee(s) that will be made definitive. It also shows a list of all email addresses that will get a notification about these course instances.

4.11.4 Related operations

Yes, I'm sure button	Click this button if you want to make the course instances definitive.	When pressed all course instances will be made definitive and a notification email will be send to all email addresses in the list.
No, take me back button	Click this button if you don't want to make the course instances definitive.	When pressed you will go back to the courses view 4.8 and the provisional course instances won't be made definitive.

4.12 Tasks view

4.12.1 Functional description

In this view you can manage tasks, assignments and all associated objects in QIS.

4.12.2 Cautions and warnings

1. You must be logged in to see this view.
2. Not all buttons described may be available, depending on your user rights within QIS.
3. This view may not be available at all if you do not have the permissions to view it.

4.12.3 Formal description

In this view you can change task data. It is also possible to assign employees to these tasks.

4.12.4 Related operations

Operation	*Description*	*Result*
Expand tasks button	Press this button to reveal assignment data of all tasks visible in the list.	The assignment data of all tasks visible in the list is shown within the view.
Assignments definitive button	Press this button to make provisional assignments definitive.	You are taken to the *Making assignments definitive view*. See 4.16.
Add task button	Press this button if you want to add a task to the list.	You are taken to the *Add / change task view* for a empty task. See 4.13.
Filter buttons	Press one of these buttons if you want to filter the list based on some criteria.	The list is filtered according to the chosen criteria.

4.13 Add/change Task view

4.13.1 Functional description

This section describes the change task view. This is used for adding tasks and modifying details of a task.

4.13.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available at all if you do not have the permissions to view it.

4.13.3 Formal description

This view contains all relevant information for a task.

4.13.4 Related operations

Operation	*Description*	*Result*
Name field	In this field you have to enter the name of the task.	None.
Subdepartment dropdown box	In this field you have to select the subdepartment this task belongs to.	None.
Type dropdown box	In this field you have to select the category this task belongs to.	None.
Description field	In this field you can enter a short description of this course.	None.
Hours field	In this field you have to enter the amount of hours to be spent on this task.	None.

4.14 Add/change education task view

4.14.1 Functional description

This section describes the change education task view. This is used for adding education tasks and modifying details of an education task.

4.14.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available at all if you do not have the permissions to view it.

4.14.3 Formal description

This view contains all relevant information for an education task.

4.14.4 Related operations

Operation	*Description*	*Result*
Course instance dropdown box	In this field you can select a course instance for this task.	None.
Education type dropdown box	In this field you can select an education type for this task.	None.
Subperiod dropdown box	In this field you can select a subperiod for this task.	None.
Number of employees field	In this field you can enter the number of employees to be assigned to this task.	None.
Weekly hours field	In this field you can enter the number of hours this task is to be performed each week.	None.

4.15 Add/change Assignment view

4.15.1 Functional description

This view allows an employee to change the settings for a specific assignment or add a new one.

4.15.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available if you do not have the permissions to change an assignment.

4.15.3 Formal description

In this view you can change the data for a specific assignment. Change its task, employment, hours, share and specify wether or not the assignment is externally funded.

4.15.4 Related operations

Operation	*Description*	*Result*
Task field	In this field you can select a task for this assignment.	None.
Employment field	In this field you can select a employment for this assignment.	None.
Hours field	In this field you specify how many hours are expected to be spent on this assignment.	None.
Share field	In this field you specify the share the employee has in this assignment.	None.
Externally funded select box	Select this box if the assignment is externally funded.	None.

4.16 Making assignments definitive view

4.16.1 Functional description

This is the confirmation window for when someone makes all assignments definitive.

4.16.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available if you do not have the permissions to make assignment definitive.

4.16.3 Formal description

This page contains a list of all provisional assignments with their assigned employees that will be made definitive. It also shows a list of all email addresses that will get a notification about these assignments.

4.16.4 Related operations

Operation	*Description*	*Result*
Yes, I'm sure button	Click this button if you want to make the assignments definitive.	When pressed all assignments will be made definitive and a notification email will be sent to all email addresses in the list.
No, take me back button	Click this button if you don't want to make the assignments definitive.	When pressed you will go back to the courses view 4.7 and the provisional assignments won't be made definitive.

4.17 Programs view

4.17.1 Functional description

In this view you can manage study programs, target groups and all associated objects in QIS.

4.17.2 Cautions and warnings

1. You must be logged in to see this view.
2. Not all buttons described may be available, depending on your user rights within QIS.
3. This view may not be available at all if you do not have the permissions to view it.

4.17.3 Formal description

In this view you can change study program and target group data. It is also possible to assign target groups to these study programs, and even to assign course instances to these target groups.

4.17.4 Related operations

Operation	*Description*	*Result*
Expand study programs button	Press this button to reveal target group data of all study programs visible in the list.	The target group data of all study programs visible in the list is shown within the view.
Expand target groups button	Press this button to reveal course instance data of all target groups visible in the list.	The course instance data of all target groups visible in the list is shown within the view.
Courses definitive button	Press this button to make provisional courses definitive.	You are taken to the *Making courses definitive view*. See 4.11.
Add study program button	Press this button if you want to add a study program to the list.	You are taken to the *Add / change study program view* for an empty study program. See 4.18.

4.18 Add/change Study Program view

4.18.1 Functional description

This view allows an employee to change the settings for a specific study program.

4.18.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available if you do not have the permissions to change a study program.

4.18.3 Formal description

In this view you can change the data for a specific study program. Change it's name and add, remove or change it's target groups.

4.18.4 Related operations

Operation	*Description*	*Result*
Name field	In this field you can select a name for the target group.	None.
Study program field	In this field you can select the study program for this target group.	None.
Target Groups list	This list contains all target groups assigned to the study program, with one extra to add a new target group. These fields are similar to the fields in the *Change Target Group view*. See 4.19.	None.
Delete select box	Select this box to delete the target group on the left of it.	When this is selected, the target group will be removed from this study program.

4.19 Add/change Target Group view

4.19.1 Functional description

This view allows an employee to change the settings for a specific target group.

4.19.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available if you do not have the permissions to change a target group.
3. If the name or the study program field is empty, the changes won't be saved.

4.19.3 Formal description

In this view you can change the data for a specific target group. Change it's name, change it's study program and add or remove related course instances.

4.19.4 Related operations

Operation	*Description*	*Result*
Name field	In this field you can select a name for the target group.	None.
Study program field	In this field you can select the study program for this target group.	None.
Available course instances list	This list contains all course instances you can assign to this target group	None.
Available course instances search field	With this field you can filter the *Available course instances* list.	When the text in the field has changed, the *Available course instances* list will be filtered based on this text.
Chosen course instances list	This list contains all course instances you assigned to this target group	None.
Right arrow button between the lists	Press this button to assign course instances to the target group	All selected course instances in the *Available course instances* list are moved to the *Chosen course instances* list.
Left arrow button between the lists	Press this button to remove assigned course instances from the target group	All selected course instances in the *Chosen course instances* list are moved to the *Available course instances* list.
Choose all button	Press this button to assign all course instances to the target group	All course instances in the *Available course instances* list are moved to the *Chosen course instances* list.
Clear all button	Press this button to remove all course instances from the target group	All course instances in the *Chosen course instances* list are moved to the *Available course instances* list.

4.20 Administrative view

4.20.1 Functional description

In this view you can manage all adminitrative objects for QIS.

4.20.2 Cautions and warnings

1. You must be logged in to see this view.

2. Not all buttons described may be available, depending on your user rights within QIS.
3. This view may not be available at all if you do not have the permissions to view it.

4.20.3 Formal description

This view contains a list of all administrative object types for QIS. There's also an external connection option for managing the external connections.

4.20.4 Related operations

Operation	*Description*	*Result*
Add button	This button is located to the right of each object in this view. Press this button to add a new object of this type.	The appropriate *Add/change administrative object view* will open. See 4.22.
Change button	This button is located to the right of each object in this view. Press this button to change an object of this type.	The *Administrative Objects view* will open. See 4.21.
Departments button	Press this button to change a department.	The *Administrative Objects view* for type *Department* will open. See 4.22.
Subdepartments button	Press this button to change a subdepartment.	The *Administrative Objects view* for type *Subdepartment* will open. See 4.22.
Expertise groups button	Press this button to change an expertise group.	The *Administrative Objects view* for type *Expertise Group* will open. See 4.22.
System years button	Press this button to change a system year.	The *Administrative Objects view* for type *System year* will open. See 4.22.
Periods button	Press this button to change a period.	The *Administrative Objects view* for type *Period* will open. See 4.22.
Subperiods button	Press this button to change a subperiod.	The *Administrative Objects view* for type *Subperiod* will open. See 4.22.
Education type button	Press this button to change an education type.	The *Administrative Objects view* for type *Education type* will open. See 4.22.
Study phases button	Press this button to change a study phase.	The *Administrative Objects view* for type *Study phase* will open. See 4.22.
Positions button	Press this button to change a position.	The *Administrative Objects view* for type *Position* will open. See 4.22.
Target group name button	Press this button to change a target group name.	The *Administrative Objects view* for type *Target group* will open. See 4.22.
Rightsets button	Press this button to change a rightset.	The *Administrative Objects view* for type *Rightset* will open. See 4.22.
Rights button	Press this button to change a right.	The *Administrative Objects view* for type *Right* will open. See 4.22.
External connections button	Press this button to change the settings of the external connections.	The external connections view will open. See *External connections* view, 4.23

4.21 Administrative Objects view

4.21.1 Functional description

In this view you can manage all objects for QIS for the specified type of administrative object.

4.21.2 Cautions and warnings

1. You must be logged in to see this view.
2. Not all buttons described may be available, depending on your user rights within QIS.
3. This view may not be available at all if you do not have the permissions to view it.

4.21.3 Formal description

This view contains a list of all administrative objects for QIS for the specified administrative object type. In this view you van change data for all objects in the view.

4.21.4 Related operations

Operation	*Description*	*Result*
Add ... button	Press this button if you want to add a new object of the specified administrative object type to the list.	You are taken to the *Add / Change Administrative Object view* for an empty object of the specified administrative object type. See 4.22)
Action combo box	Use this combo box to perform one action on all selected administrative objects at the same time.	When *Go* is clicked, the selected action is performed on all selected administrative objects at the same time.

4.22 Add / Change Administrative Object view

4.22.1 Functional description

This section describes the Add / Change Administrative Object view. This is used for adding administrative objects and modifying details of an administrative object.

4.22.2 Cautions and warnings

1. You must be logged in to see this view.
2. This view may not be available if you do not have the permissions to change the specified administrative object.

3. The *Close year* button is only available when the specified administrative object is a subdepartment.
4. The *Copy from year* combo box is only available when the specified administrative object is a system year. The combo box also only has effect when the system year has not been created, i.e. when creating a new year.

4.22.3 Formal description

In this view you can change the data for a specific administrative object. The specific fields displayed in this view correspond to the type of administrative object the view is intended for.

4.22.4 Related operations

Operation	*Description*	*Result*
Detail fields	In these fields you can enter the details specific for this administrative object.	None.
Related object rows	Fill in the fields in these rows to change objects related to this administrative object, or to add a new one.	None.
Close year button	Press this button if you want to mark all data for this subdepartment in the current year as *definitive*.	All data in the current year for this subdepartment is marked as *definitive* and the current year is closed, meaning it cannot be edited anymore.
Copy from year combo box	Press this button if you want to copy data regarding course instances, employments and workload to this system year.	If the system year is saved, all data regarding course instances, employments and workload are copied from the system year specified in *Copy from year* to this system year. This only works if this system year has nog been saved yet. When *Copy from year* is left blank, no data is copied at all.

4.23 External connections view

4.23.1 Functional description

This view allows an administrator to change the settings of the external connections of QIS.

4.23.2 Cautions and warning

1. You must be logged in to see this view.

2. This view may not be available at all if you do not have the permissions to view it.
3. Changing the state of connectors drastically influences the way QIS works.

4.23.3 Formal description

On this view you can change whether or not the NT-login system of the university is used when authenticating.

4.23.4 Related operations

Operation	*Description*	*Result*
Enable button	Press this button to enable the NT-system for authentication.	The NT-system is enabled.
Disable button	Press this button to disable the NT-system for authentication.	The NT-system is disabled.

4.24 Reports view

4.24.1 Functional description

This view contains a list of all reports you are allowed to see.

4.24.2 Formal description

In this view there's a list with reports. To view a report simply click on the *View* button next to it. Some reports require an extra parameter (i.e. an employee workload report requires an employee). When this is the case a dropdown box is situated next to the view button.

4.24.3 Related operations

Operation	*Description*	*Result*
Dropdown box	Select the object you wish to view a report about	The report will be generated with that object as focus.
View button	Press this button to view a report	The report will be displayed. See 4.25.

4.25 Specific report view

4.25.1 Functional description

This describes a report in QIS.

4.25.2 Formal description

On this report page you will see the requested information. There will also be an option to export the report as a CSV file.

4.25.3 Related operations

Operation	*Description*	*Result*
Export as CSV button	Press this button to export the report as a CSV file	The report will be offered for download as a CSV file.

Appendix A

Error messages and recovery procedures

A.1 permission denied

User

If you encounter a 403 or a permission denied error, contact an administrator of QIS.

Administrator

Please refer to section 3.37 or 3.38 for granting and changing rights to employees.

A.2 server error

User

If you encounter a 500 or a internal server error, contact an administrator.

A.3 Please enter a correct username and password

User

- Most likely, you entered your username or password incorrectly. Please try to fill it in again.
- If you are sure you entered your username and password correctly, probably the NT system is unavailable.
  The first time you try to log in when the NT system is unavailable, a password is sent to you by email.

Use this password instead, until the NT system is available again. If you lose this password, you cannot login until the NT system is available again.

- If you do not receive an email containing a password and you have never received it before, contact an administrator of QIS.

Administrator

- Please follow the steps in the User section above first.
- Passwords of users cannot be recovered nor reset.
- If the NT system is unavailable, no one is able to log in. To disable the NT system, please log in as the superuser created during installation and refer to section 3.43.

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